

Example 5.4a**SCHEMATIC NARRATIVE OF DISCHARGE PROCEDURES**

1. Employer initiates preliminary proceedings to discharge (by request of Supervisor)
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2. Employer notifies employee in writing of intent to discharge with specific charges in sufficient detail to advise the employee of nature of conduct on which proposed charges are to be based. Employee may be placed on excused leave, with pay, if presence on the job might constitute a considerable risk of injury to life or property, or might cause a disruptive effect on operations.
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3. (A) If requested by the employee, the employer shall convene a conference within 3 work days of service of the notice of intent to discharge; (B) Or employee may respond in writing within 3 work days of service of notice of intent to discharge; or (C) Both A and B.
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4. Within 7 work days following compliance with A, B, or C, employer makes decision to rescind notice of intent to discharge (with possible implementation of lesser disciplinary measures) or to proceed with discharge.
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5. If employer decides to discharge, proceedings before the Merit Board are initiated by service of Written Charges for Discharge. If employee's presence on the job might constitute substantial risk or injury to life or property, or might cause a disruptive effect on operations, a Suspension Notice Pending Discharge may be issued. Written Charges for Discharge are sent to the Merit Board and must be accompanied with a certification that all procedures set forth in section 250.110(f)(1) of the Illinois Administrative Code (80 Ill. Adm. Code §250.110(f)(1)) have been followed and there has been full compliance with options elected by employee; or a statement that employee did not respond in any way to the notice of proposal to discharge.
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6. After receipt of Written Charges for Discharge, the employee has a right to submit an appeal to the Merit Board. The employee must submit a written request for a Hearing to the Secretary for the Merit Board within 15 calendar days of personal service or mailing of the Written Charges for Discharge.
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7. A Hearing is then scheduled within 45 calendar days from the date of the proof of service on employee, with a goal of a maximum of no more than 2 hearing days for completion.
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8. A Transcript of the Hearing is filed with the Secretary for the Merit Board as soon as possible. The employer is responsible for all costs associated with the Court Reporter.
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9. A copy of the transcript, , along with the Exhibits and other hearing documents, are sent to Hearing Officer. "Findings of Fact" of Hearing Officer or Hearing Board are filed with Secretary for the Merit Board within 15 calendar days after receipt of official transcript/exhibits/documents unless time is extended by Executive Director for good cause shown.
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10. Hearing Record is then certified and sent to parties of record with an opportunity to respond within 14 calendar days of date of postmark of notice of certification. An appropriate motion for oral argument before the Merit Board must be filed with the Secretary of the Merit Board, with notice to all parties, within 14 calendar

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days of date of postmark of notice of certification.



11. During all previous steps an employee may resign at which time all proceedings are rescinded and records expunged.



12. Chair of the Merit Board and/or Executive Director have the authority to extend any time period, except for the 15-day Statute period for requesting a Hearing.



13. At the expiration of the 14-day period in step 10, Certified Hearing Record, as supplemented, is then forwarded to the members of the Merit Board for consideration at their next scheduled meeting.



14. Upon review of the total Record, the Merit Board orders Discharge, Reinstatement of employee with no loss of compensation, or Reinstatement of employee with 60-day Suspension. The Merit Board has the authority to also issue any other order as deemed necessary.